

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Administrative Secretary

QUALIFICATIONS

EDUCATION: Equivalent to the completion of the twelfth grade, supplemented by coursework or training in business office management organization and supervision, and related technical skill areas.

EXPERIENCE: Four years of responsible executive or administrative secretarial experience, including one year in a lead or supervisory capacity.

KNOWLEDGE OF: Principles, procedures, methods, techniques, and operations of an administrator's office; modern office practices and equipment, including automated data management, storage and retrieval systems; public education goals and objectives, and the operational objectives of the specific areas of responsibility of the administrator; English usage, spelling, punctuation, grammar, and manuscript and report formatting; legal mandates, policies, regulations, and operational procedures which govern the activities of the administrator's office; communication techniques, strategies and procedures.

ABILITY TO: Coordinate, organize, and schedule clerical functions and activities; effectively and efficiently perform responsible secretarial and administrative assistant functions; compile and prepare accurate and comprehensive reports; effectively communicate in oral and written form; establish and maintain a variety of complex, privileged, and sensitive files and records; type at a net corrected speed of 60 words per minute; take and transcribe dictation accurately at a speed of 100 net words per minute; make arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

PERSONAL

QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of a District division head, the Administrative Secretary performs highly complex and specialized secretarial and clerical functions, organizes and coordinates the staff activities of the division office. The Administrative Secretary serves as a personal secretarial assistant to the division head, assuming responsibility for administrative and clerical detail.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Administrative Secretary's job performance will be as follows:

1. Duties as Confidential Secretary and Management Assistant will have been effectively performed.

2. Effective work accomplishment guidelines, including planning, organization, layout and development, will have been competently developed and implemented.
3. The preparation of division components of Board of Education agendas will have been effectively coordinated.
4. Notes and minutes from assigned meetings will have been accurately taken, transcribed, and distributed in a timely manner.
5. Reports and surveys will have been accurately and comprehensively compiled, reviewed, and prepared.
6. District and division policies, regulations, and operational procedures will have been appropriately interpreted.
7. Administrative and clerical details of the division's operations will have been effectively managed, directed, and coordinated.
8. Correspondence, memoranda, reports, including privileged and highly sensitive material, will have been independently prepared for review by the supervisor.
9. Assistance will have been appropriately rendered to visitors and callers to the division offices.
10. An efficient system of data storage and retrieval, both electronic and traditional files and records, will have been effectively developed, implemented, and maintained.
11. Appropriate calendar(s) of activities, events, appointments, conferences, and meetings will have been effectively established, monitored, and maintained.
12. Incoming correspondence will have been efficiently received, sorted, routed, and, in the case of routine matters, responded to promptly.
13. Office procedures and working forms will have been competently planned, developed, and implemented.
14. Assistance in budget planning and expenditure control will have been effectively rendered.
15. Timely and effective communications regarding incidents and/or situations which might impact the District, its divisions, or its schools will have been consistently provided to appropriate District office/school personnel.
16. Active and consistent efforts will have been made to maintain or improve the external and internal image of the District, its divisions, and its schools.
17. Serves as backup secretary for preparation of Board minutes and agenda.
18. Other duties assigned by the supervisor will have been effectively accomplished.